**HSS Curriculum Committee (HSSCC)**

**Minutes 6 October 2015**

**Location: SO 3020**

**In attendance:**

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| [x]  Katarina Gephardt (ENGL) | [ ]  Christopher Randall (PSYC) | [x]  Teresa Raczek (GEOG/ANTH) |
| [x]  Kim Haines-Korn (DWMA) | [x]  Chris Pallas (POLS/IA) | [x]  Ryan Ronnenberg (HIST) |
| [x]  Pauline Howes (COMM) | [ ]  Chris Palmer (ENGL) | [x]  Linda Treiber (SOC/CJ), Chair |
| [x]  Chien-pin Li (Dean’s Office)Charles Mays (COM) Nancy Hoalst Pullen (GEOG/ANTH) | [x]  Frederica Santini (FL) | [x]  Griselda Thomas (ISD) |

**Meeting called to order:**

The meeting was called to order by Linda Treiber at 12:362PM.

**Approval of minutes from previous meeting (22 September 2015):**

**OLD BUSINESS**

\*A motion to approve the minutes was made and seconded. The motion to approve was passed by voice vote of the full committee.

**Syllabus Checklist Call for Feedback:** (

Katarina explained the following revisions to the Syllabus Checklist with committee:

* Divided the items under the following categories: Basic Information, Course Details, Student Resources and Campus Policies
* Added ‘required’ and ‘optional’ as subcategories under each category.
* Included Bloom’s Taxonomy as a suggested resource for verifiable verbs in creating accessible course outcomes in the “Discipline –Specific Measure Objective” section.
* Replaced “Course Attendance Policy” with a statement addressing “instructor-established polices for the course” regarding course work and attendance.
* Included links for student services under “Strategies for success in the course.”
* Under “Campus Polices” included a statement that faculty may comply with the insertion of web links to corresponding university-hosted pages, but full text is encouraged.
* Pointed out the inclusion of the link to the “Ethics Statement’

\*A motion made to officially use the syllabus checklist when during course proposal reviews.

Question: Should checklist be shared with individuals department first? Decided that individual departments can make edits to the checklist

The motion was seconded.

The motion was passed by voice vote of full committee.

**Proposals** (the following proposals were discussed)

1. Communication B.S.
2. JOUR - 4412 - Sports Reporting
3. JOUR - 4450 - Video News Production
4. Multi-platform News Reporting Certificate
5. Public Relations B.S

Regarding question about the placement of certificates, Chin-pin informed the committee that certificates are embedded in departments.

Chin-pin clarified the meaning of ‘outside of Communications’ in the ‘Related Studies’ section of proposals to actually mean ‘outside of the School of Communications.’

\*A motion to approve second reading of the all the listed proposals with caveat that ‘Department of Communication’ be changed to ‘School of Communications’ in all proposals was made and seconded. The motion to approve was passed by voice vote of the full committee.

**NEW BUSINESS**

**Proposals:**

1. ANTH – 3375 - Engaged Archaeology (T. Raczek provided explanation)

Committee chair addressed the need to fill in resources section with statement about library and /or faculty resources.

1. GEOG - 3301 – Advanced Urban Geography (N. Pullen provided explanation)

Concerns: It was not clear if the course is a special topics course or not and what the perquisites are, and the language is confusing.

1. GEOG – 3390 – Geography of the Middle East and North Africa (N. Pullen provided explanation)
2. GEOG – 3850 – Global Climate Change

N. Pullen explained reasons why the new GEO courses are being proposes and how these new courses are part of a larger program change that will take place over time so that students are more competitive after graduation. It was also mentioned that the department want to change the degree from a B.A. to a B.S.

Chien-pin noted that the resources question is important since there are 8 new courses being proposed.

It was pointed that none of the syllabuses have all of the required items; a program change form needs to be submitted; and an explanation about creating a wholistic program so that students can be more competitive is needed.

Chien-pin advised against a ‘piece meal’ change. He was concerned about ‘where courses fit into the program and if they were previously special topics courses.” He noted that there appears to be substantive changes in the program, and therefore a need for a Program Change proposal (even if there are not substantive changes) and Substantive Change form.

Chien-pin suggested that they give everything to Valerie Whittlesey so everyone knows how to proceed, which will save a lot of hours down the road.

A motion was made and seconded to table proposals. The motion to approve was passed by voice vote of the full committee.

T. Raczek inquired about other changes for the ANTH proposal.

The committee chair suggested she revisit the following areas: resources, typos, polices, and inconsistencies.

**Meeting adjourned**

The meeting was adjourned at 1:48 PM. The next meeting will be in two weeks at the same time and location.

 **Minutes submitted by Griselda Thomas**